THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 15, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the August 18, 2015 and August 24, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Treasurer
   a. Resolution Authorizing Submission of a Community Development Block Grant/Home Grant Application for $315,000 for a Home Owner Rehabilitation Program
   b. Resolution to Contract with Capital Area Community Services to take Client Referrals from Ingham County Treasurer

2. Health Department - Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position

3. Facilities - Resolution Amending the Lease Agreement with Capitol Walk Parking, LLC to Lease the Eleven Remaining Employee Parking Spaces

4. Parks - Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback

5. Economic Development - Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition and Entering into a Memorandum of Agreement Between the City of Lansing Brownfield Redevelopment Authority, City of East Lansing, Ingham County, Eaton County, and Clinton County

6. Farmland and Open Space Preservation Board - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Goodnoe and Stickle Properties

7. Human Resources – Resolution Certifying Representatives for the MERS Annual Conference
8. Road Department
   a. Agreement and Release with Enbridge Energy
      1. Discussion Regarding Settlement Agreement with County Attorney
         (Closed Session)
      2. Resolution to Approve the Payment Agreement and Release with
         Enbridge Energy, Limited Partnership
   b. Resolution to Approve the Hannah Boulevard No Stopping, Standing, or Parking
      Traffic Control Order and Eyde Parkway No Stopping, Standing, or Parking
      Traffic Control Order
   c. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt
      Emulsions for the Road Department
   d. Resolution to Approve the Special and Routine Permits for the Ingham County
      Road Department

9. Controller’s Office
   a. Discussion Regarding the Strategic Planning RFP Scope of Services
   b. Discussion Regarding the Proposed Employee Satisfaction Survey

10. Board of Commissioners
    a. Resolution Recognizing Hispanic Heritage Month and Celebrating the Heritage
        and Culture of Latinos in Ingham County and Latinos in the United States
    b. Resolution to Establish an Ingham County Contracts Procedures

11. Board Referral - Letter from Jeffrey T. Smith Regarding the Bridge Repair Plans on
     Marsh Road

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired
and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at
the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or
services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners,
P.O. Box 319, Mason, MI 48854  Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at
this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
August 18, 2015
Draft - Minutes

Members Present: Celentino, Bahar-Cook, Banas, Crenshaw, Hope, Koenig (arrived 6:02 p.m.), and Maiville

Members Absent: None

Others Present: Treasurer Eric Schertzing, Tim Dolehanty, Travis Parsons, Jill Rhode, Rick Terrill, Mike Hughes, Desiree Kirkland, Bill Conklin, Stacy Byers, Becky Bennett, Curt Smith, Ryan Buck, and others

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room “A” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the July 21, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE JULY 21, 2015 COUNTY SERVICES COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Bahar-Cook disclosed that a board that Mr. Hayhoe’s daughter serves on was one of her clients.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

10. Board of Commissioners
d. Resolution Honoring Park Ranger Gary Masseau

Substitute -

7. Road Department
g. Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department

Removed from Agenda -

10. Board of Commissioners
a. Resolution Supporting the Kewadin Lansing Casino
Commissioner Koenig arrived at 6:02 p.m.

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Treasurer
   a. Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from the Ingham County Treasurer and Ingham County Register of Deeds
   c. Resolution to Re-Establish the Position of Assistant to the Treasurer in the Ingham County Treasurers Office

2. Equal Opportunity Committee - Resolution Authorizing the Equal Opportunity Committee to Raise Funds and Accept Donations on Behalf of the Equal Opportunity Committee

3. Financial Services - Resolution to Extend the Agreement with Sparrow Occupational Health for Occupational Health Services

5. Potter Park Zoo - Resolution Authorizing an Increase in the Contracted Amount with Laux Construction to Build the Red Panda Exhibit

6. Facilities
   a. Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat Exchanger at the Ingham County Jail
   b. Emergency Purchase Order Memo to Replace the Travel Cable on the Elevator at the Grady Porter Building
   c. Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the 55th District Court Magistrate’s Office
   d. Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional Architectural & Engineering Design Services for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building
   e. Resolution Awarding a Contract to Rieth-Riley Construction Company, Inc., to Provide Asphalt Reconstruction Services for the Forest Community Health Center Parking Lot

7. Road Department
   a. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
   c. Resolution to Authorize Re-Approval of the Preliminary Plat of Whitehills Lakes South No. 2

(2)
d. Resolution Authorizing the Purchase of Diesel Fuel and Gasoline for the Road Department

e. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department

f. Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department

g. Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department

h. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Human Resources - Resolution to Approve Generic Service Credit Purchase for County Employee Ellen F. Lander

10. Board of Commissioners

b. Resolution of Support for American Airlines Application with the Federal Aviation Administration

c. Resolution Honoring Rudolph “Rudy” Wilson

d. Resolution Honoring Park Ranger Gary Masseau

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Treasurer

b. Resolution Setting a Public Hearing for an Application to the Michigan State Housing Development Authority for a Community Development Block Grant/Home Grant to Provide a Homeowner Rehabilitation Program

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION SETTING A PUBLIC HEARING FOR AN APPLICATION TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT/HOME GRANT TO PROVIDE A HOMEOWNER REHABILITATION PROGRAM.

Commissioner Bahar-Cook asked what type of projects the grant money would be used for.

Eric Schertzing, Treasurer, provided background on what the project would entail.

Discussion.

Tim Dolehanty, Controller/Administrator, stated that in a prior job, he administered a similar program. He provided a brief history of the type of projects involved.

Discussion.
THE MOTION CARRIED UNANIMOUSLY.

4. Farmland and Open Space Preservation - Resolution to Amend Resolution #15-034, Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #15-034, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES.

Commissioner Maiville disclosed that he had an ongoing business relationship with the Hutchison family for the past 10 years in excess of $1,000.

Commissioner Bahar-Cook noted that there would be no federal match funds available with these properties. She asked why we should approve this resolution when the money could be spent on other opportunities where federal match funds were available.

Stacy Byers, Farmland and Open Space Preservation Board, stated that they had been working to finalize this easement for the last two years, their scoring criteria found that these properties were high priority, the federal process had become onerous, among other reasons.

Discussion.

Commissioner Bahar-Cook stated that we should try to focus on leveraging federal match funds. She further stated that she was pleased to hear that these properties scored as high priority.

Discussion.

Commissioner Koenig stated that this agreement was an option contract, not an obligation. She asked why the federal process had become onerous.

Ms. Byers stated that the new federal farm bill created new regulations.

Commissioner Bahar-Cook stated that they should focus on leveraging federal match funds.

Commissioner Koenig stated that they should focus on leveraging federal match funds.

The resolution was amended as follows:

WHEREAS, the updated Hutchison and Kranz property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the December 2013, 2012 appraisal appraisals; and

This was considered a friendly amendment.
THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

7. Road Department
   b. Resolution to Approve Amending: a First Party Construction Contract with Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road Reconstruction Project for Okemos Road from Holt Road to the I-96 Interchange

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE AMENDING: A FIRST PARTY CONSTRUCTION CONTRACT WITH HOFFMAN BROS., INC.; A SECOND PARTY AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION; AND A THIRD PARTY AGREEMENT WITH JACKSON NATIONAL LIFE INSURANCE IN RELATION TO ADDING SIDEWALK AND ADDITIONAL REPAIR WORK TO A ROAD RECONSTRUCTION PROJECT FOR OKEMOS ROAD FROM HOLT ROAD TO THE I-96 INTERCHANGE.

Bill Conklin, Road Department Director, provided a financial and budgetary overview of the resolution.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Banas asked whether the bridge repair at Marsh Road could be delayed so that it did not interrupt the beginning of the school year.

Mr. Conklin provided an overview on the Road Department’s communications with the Michigan Department of Transportation. He stated that there were many issues in play, however they were moving as rapidly as they could to finish the project before school would begin.

Commissioner Banas asked for background information on bridge inspection schedules.

Mr. Conklin stated that this bridge was on July inspection schedule.

Commissioner Banas asked whether the inspection schedule could be changed.

Mr. Conklin stated that there was a superstructure replacement scheduled next year, so the issue would be moot going forward.

Chairperson Celentino asked whether any representatives from Meridian Township or the schools contacted Mr. Conklin regarding this project.

Mr. Conklin answered no.

Discussion.
Commissioner Koenig asked whether the Road Department controlled the schedule.

Mr. Conklin answered that they could request a change, however they did not have control.

Discussion.

Commissioner Banas asked how often bridges were supposed to be inspected.

Mr. Conklin answered that bridges were usually inspected every other year, however the bridge in question was on an annual schedule due to its reduced load restrictions.

9. Controller’s Office
   a. Discussion Regarding the Strategic Planning RFP Scope of Services

Mr. Dolehanty introduced the Strategic Planning RFP draft Scope of Services to the Committee.

Commissioner Bahar-Cook stated that she was interested in also engaging the department heads and countywide elected officials about where interests and priorities should be in the County.

Mr. Dolehanty stated that they would include the department heads, the Courts, and countywide elected officials.

There was a discussion about the contents of the draft Scope of Services.

Commissioner Hope stated that the consultant should have some flexibility in developing the strategic planning document.

There was a discussion about the timeline to develop a countywide strategic plan.

9. Controller’s Office
   b. Discussion Regarding the Proposed Employee Satisfaction Survey

Mr. Dolehanty introduced the proposed employee satisfaction survey.

Chairperson Celentino asked how the issue of employee confidentiality would be addressed.

Mr. Dolehanty stated that the employee’s number would act as a ticket into the survey system. He further stated that after acquiring access, the employee’s number would be deleted, so there would be no further identifying information between the employee and the survey he or she would complete.

Commissioner Crenshaw asked whether the countywide elected officials were included in this project.
Mr. Dolehanty answered yes. He stated that the information was provided at the last Controller’s staff meeting. Mr. Dolehanty stated that John Neilsen, Chief Deputy Controller, asked for feedback and he had not received any as of yet.

Commissioner Bahar-Cook stated that it was vitally important that it be communicated to employees that the survey would be truly anonymous. She further stated that everyone needed to be prepared to address issues that the survey would illuminate.

Discussion.

Mr. Dolehanty invited the commissioners to submit suggestions for questions.

Commissioner Koenig asked that the Controller’s Office think about what could be done to encourage participation.

Discussion.

Mr. Dolehanty provided a brief timeline on the project.

Commissioner Hope stated that there were legitimate political concerns that countywide elected officials may have with this project. She suggested that they be invited to engage in the project as well, so that their concerns, if they exist, would be addressed.

Commissioner Hope asked whether this survey would be helpful for further labor negotiations.

Travis Parsons, Human Resources Department Director, answered yes. He stated that it would provide valuable insight for future negotiations.

Commissioner Banas asked how the results would be shared.

Mr. Dolehanty stated that the results would be shared with everybody.

Discussion.

Chairperson Celentino asked that the survey be delayed until all the commissioners had another opportunity to review it. He further asked that the Controller’s Office engage the countywide elected officials again.

Commissioner Crenshaw suggested that the Controller’s Office engage the countywide elected officials individually, because they may have individual concerns.

Mr. Dolehanty stated that he would report back to the County Services Committee before moving forward with putting out the survey. He further stated that he would engage the countywide elected officials.

Discussion.
Announcements

Commissioner Crenshaw asked that Gary Masseau, Park Ranger, be invited to the next Board of Commissioners meeting.

Becky Bennett, Board Coordinator, stated that she had been in contact with Ranger Masseau’s supervisor in regards to attending the meeting.

Commissioner Bahar-Cook asked for a list of the open IT tickets to follow up on the request made of the IT Department at the last County Services Committee meeting.

Chairperson Celentino announced that the Committee’s budget meeting was scheduled for Monday, August 24.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:57 p.m.
Members Present: Celentino, Koenig (arrived at 5:39), Crenshaw, Banas, Bahar-Cook, Hope, and Maiville

Members Absent: None

Others Present: Clerk Barb Byrum, Register Derrick Quinney, Commissioner Brian McGrain, Tim Dolehan, Travis Parsons, Rick Terrill, Doug Stover, Jim Hudgins, Sherrie Graham, Frank Chain, Jared Cypher, Teri Morton, Becky Bennett, Jill Bauer, Jennifer Shuster, Ryan Buck, Robin Stites, and others

The meeting was called to order by Chairperson Celentino at 5:30 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

Chairperson Celentino asked the Department Heads or their representatives to state whether they agreed with or opposed the Proposed 2016 Ingham County Budget as presented by the Controller’s Office.

Department Heads or their representative for the following departments, boards, and commissions stated that they agreed with the Proposed 2016 Ingham County Budget as presented by the Controller’s Office:

c. Road Department
d. Register of Deeds
e. Purchasing
f. Potter Park Zoo
h. Innovation and Technology
i. Human Resources
Chairperson Celentino asked if there was representative of the Tri-County Regional Planning to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Tri-County Regional Planning agreed with the proposed budget.

Chairperson Celentino asked if there was representative of the Treasurer’s Office to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Treasurer’s Office agreed with the proposed budget.

Chairperson Celentino asked if there was representative of the Parks Department to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Parks Department agreed with the proposed budget.

Commissioner Bahar-Cook inquired about the Storage Area Network (SAN) upgrade included in the Innovation and Technology 2016 proposed budget.

Frank Chain, Project Manager, stated that the upgrade that the amount in the budget for SAN upgrades was to purchase more space.
Chairperson Celentino asked if there was representative of for Hotel/Motel to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that Hotel/Motel agreed with the proposed budget.

k. Financial Services

Chairperson Celentino asked if there was representative of the Financial Services to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Financial Services agreed with the proposed budget.

l. Farmland and Open Space Preservation Millage

Chairperson Celentino asked if there was representative of for Farmland and Open Space Preservation Millage to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that Farmland and Open Space Preservation Millage agreed with the proposed budget.

m. Fair

Chairperson Celentino asked if there was representative of the Fair to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Fair agreed with the proposed budget.

q. Drain Commissioner

Chairperson Celentino asked if there was representative of the Drain Commissioner’s Office to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.

There was no representative at the meeting who made his or her presence known. The Committee assumed that the Drain Commissioner’s Office agreed with the proposed budget.

s. County Attorney

Chairperson Celentino asked if there was representative of the County Attorney’s Office to state whether he or she agreed with or opposed the Proposed 2016 Ingham County Budget.
There was no representative at the meeting who made his or her presence known. The Committee assumed that the County Attorney’s Office agreed with the proposed budget.

r. County Clerk

Clerk Barb Byrum addressed the committee regarding an addition to the “Z” list for the position enhancement of Recording Secretary from half-time to full-time. Clerk Byrum reviewed the handout provided regarding the details of the position enhancement. Clerk Byrum stated that she believed this position would not be fulfilled as offered at part-time.

Commissioner Bahar-Cook asked when the Recording Secretary position was in the Board of Commissioner’s Office was it was a full-time position.

Becky Bennett, Board Coordinator, stated that is was a part-time position.

Clerk Byrum stated that the Clerk’s Office was currently operating with less staff than previously had been assigned. She further stated that the work load of the Clerk’s office had increased.

Commissioner Koenig asked why the position must be managerial confidential.

Clerk Byrum stated that this position has always been managerial confidential because of closed session meetings that the Recording Secretary would attend as part of the position.

Commissioner McGrain asked to clarify why two applicants had been hired and resigned due to the schedule.

Clerk Byrum stated the applicants were not able to fully grasp the demands of the schedule.

Jennifer Shuster, Chief Deputy Clerk, stated that the applicants often have classes or other part-time jobs and are unable to meet the demands of the position.

Ryan, Chief Deputy Clerk of Circuit Court, stated that the position requires attendance at committee meetings and making time to draft the minutes to meet the required deadline the next morning.

Commissioner McGrain stated that it is not so much the schedule but the tight turnaround time that proves challenging.

Commissioner Hope asked for the projections for the increase in revenue regarding Concealed License Permits (CPLs).

Clerk Byrum stated the funding structure changed for CPLs on June 1st of this year. She further stated that the Clerk’s Office was to play a more significant role in the issuance of CPLs when the new law came into effect in December 2015.

Commissioner Hope asked what caused the significant increase in marriage licenses.
Clerk Byrum stated that the increases in marriage licenses were a result of the recent Supreme Court ruling allowing all loving couples to legally marry.

Chairperson Celentino asked what the current wage was for the part-time Recording Secretary position.

Mr. Buck stated that the wage was $14.75 an hour.

Celentino asked what the wage would be for the full-time position.

Mr. Buck stated that the wage would remain at $14.75 per hour, but moving to 40 hours per week.

Discussion.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO ADD TO THE “Z” LIST AND IN THE FOLLOWING ORDER OF PRIORITY: (1) $26,786.00 TO THE COUNTY CLERK BUDGET FOR ENHANCEMENT OF THE HALF-TIME POSITION OF RECORDING SECRETARY TO FULL-TIME.

THE MOTION CARRIED UNANIMOUSLY.

Clerk Byrum addressed the committee regarding the purchase of new election equipment. She stated that the current equipment is at least 10 years old and there has been an increase in the rate of errors occurring with this equipment. She further stated that this is a critical point with the current election equipment. She added that a Request for Proposal for new election equipment had been issued by the state.

Clerk Byrum requested $1.1 million be placed into the 2016 budget for the purchase of new election equipment. Clerk Byrum stated that currently the Controller’s Recommended Budget appropriates no funds for election equipment. She further stated that the Controller’s Recommended Budget indicated this would be reevaluated when the state mandates its requirements for the purchase of new equipment. She added that all cities and townships would have to upgrade their election equipment at the same time.

Tim Dolehanty, Controller, stated that the amount the state would pay versus the local municipalities’ responsibility was unknown. He further stated that it was difficult for the Controller’s Office to identify a number to budget with so many variables. Mr. Dolehanty indicated that the process should come back to the committee when the state determined the cost of new equipment and the responsibility of the County and local jurisdictions in paying for new equipment.

Clerk Byrum stated that she would prefer that Ingham County was the first county out of the gate to purchase new election equipment. She further stated that getting new equipment in as soon as
it its available would allow any bugs to be worked out during smaller elections, all of which would be a lead up to the November 2016 General Election. Clerk Byrum identified prior to the November 2016 General Election would be the opportune time to test new equipment.

Chairperson Celentino asked how the estimated cost was developed.

Clerk Byrum stated that the current election vendor estimated new equipment would cost approximately $9,500.00 per precinct. She further stated that the Director of Elections indicated that both the County and municipalities would need to pitch in towards the cost.

Commissioner Crenshaw asked the number of precincts in the County.

Clerk Byrum stated there were 116 precincts.

Commissioner Crenshaw asked what happens if cities and townships cannot pay for the new equipment.

Clerk Byrum stated that an arrangement will have to be worked out with the County. She indicated the use of a delinquent tax fund may be an option.

Commissioner Bahar-Cook asked if the new equipment was a federal mandate.

Clerk Byrum stated that this would be a State mandate.

Commissioner Bahar-Cook stated that at some point the Commissioners would have to confront the State about unfunded mandates. She further stated that is was irresponsible at this time to allocate $1.1 million for new equipment.

Clerk Byrum stated that the election equipment is very old and unreliable. She further stated that the election equipment used data packs to carry voting tallies and there has been an increase in the rate of communication errors with these packs.

Commissioner Banas asked when it will be known what the State would contribute to the purchase of new equipment.

Clerk Byrum indicated that it would be sometime in October

Commissioner Banas asked when the price of the new equipment would be known.

Clerk Byrum answered that the State will identify at least two vendors for the new equipment and she anticipated this occurring sometime in mid-October or November.

Commissioner Koenig asked if any municipalities were not on the same system.

Clerk Byrum indicated all jurisdictions were on the same system and must be that way to communicate with the County.
Discussion.

Commissioner Koenig stated that this request was not a “Z” list item. She asked the Controller what was the proper process for budgeting this request.

Mr. Dolehanty indicated that first an amount must clearly be identified and coordinated with the State as to the responsibility of payment and then the process would go through committees and the Board of Commissioners.

Chairperson Celentino stated that this would follow the normal, full committee process of a resolution.

Discussion.

2. Final Ranking

Commissioner McGrain asked that the committee consider adding to the “Z” list a new position of Public Information Specialist position in the Board of Commissioners Office.

Mr. Dolehanty stated that the proposed 2016 budget has no provisions for new positions.

Commissioner Bahar-Cook asked why Ms. Bennett did not bring the request for adding this position to the committee.

Ms. Bennett stated that she knew there was no money allotted for new positions. She further stated she was looking into FOIA software to fulfill this need.

Commissioner Banas stated that there was also a need for a position in the Parks Department for an Assistant Directorship. She indicated her support for the Public Information position in the Board of Commissioners Office. She indicated there was a need for more public outreach.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE 2016 PROPOSED INGHAM COUNTY BUDGET, INCLUDING THE ITEM ON THE “Z” LIST.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.
Adjournment

The meeting was adjourned at approximately 6:12 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1a. **Treasurer’s Office** - Resolution Authorizing Submission of a Community Development Block Grant/Home Grant Application for $315,000 for a Home Owner Rehabilitation Program

The Treasurer seeks approval of a resolution to submit a Community Development Block Grant (CDBG) Homeowner Rehabilitation Program grant application. If approved, grant funds would be administered on behalf of the County by a third-party administrator, Capital Area Housing Partnership (CAHP). (Recall that a mandatory public hearing on this application will be conducted at the Board of Commissioners meeting scheduled for September 22, 2015.) The total grant amount is $315,000.

1b. **Treasurer’s Office** - Resolution to Contract with Capital Area Community Services to take Client Referrals from Ingham County Treasurer

Lansing was one of five cities chosen by the Bloomberg Organization for a Financial Empowerment Center (FEC) grant. The three-year grand funding cycle wraps up this year, and maintaining this service requires identification of another funding source. The proposed resolution would authorize execution of a contract with Capital Area Community Services to refer clients affected by tax forfeiture. The total cost of this proposal is $100,000, with funds provided through the delinquent tax fund.

2. **Health Department** - Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position

The Health Department proposes resolution to authorize conversion of vacant position #601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of the Department. Conversion of this position will result in an annual savings of $6,500.

3. **Facilities Department** - Resolution Amending the Lease Agreement with Capitol Walk Parking, LLC to Lease the Eleven Remaining Employee Parking Spaces

The Facilities Department seeks to amend a lease agreement with Capital Walk Parking, LLC, to obtain the remaining eleven employee parking spaces available at their facility. The vendor has agreed to hold their current lease cost of $60.00 per space, per month. These spaces would replace those currently leased at the South Ramp at a cost of $107.00 per space, per month. Funds for parking are budgeted within department line items.
4. **Parks Department** - Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback

The Parks Department proposes a resolution to authorize transfer of $170,000 from the Parks Department Capital Improvement Fund to the General Fund as partial repayment for a snow groomer and two snow makers purchased by the County in 2014 (see Resolutions #14-383 and #14-384). If approved, this action would reduce the amount owed to $54,200.

5. **Economic Development** - Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition and Entering into a Memorandum of Agreement Between the City of Lansing Brownfield Redevelopment Authority, City of East Lansing, Ingham County, Eaton County, and Clinton County

In order to accept an assessment grant of $400,000, the EPA requires approval of a Memorandum of Agreement (MOA) between all members of the Lansing Regional Brownfield Coalition and the City of Lansing Brownfield Redevelopment Authority (acting as “Lead Member”). The Economic Development Department recommends approval of a resolution to authorize execution of such an agreement.

6. **Farmland and Open Space Preservation Board** - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on the Fogg#2, Swiler, Bauman and Eifert Properties

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. The FOSP Board recommends closing on the Fogg#2, Swiler, Bauman and Eifert properties. In an effort to move the properties to close more quickly, ideally 12 months instead of 24, and to eliminate the almost $3 million fund balance, FOSP Board concluded it would be best to close on these properties with 100% local funds.

7. **Human Resources Department** - Resolution Certifying Representatives for the MERS Annual Conference

Municipal Employees’ Retirement System (MERS) will hold its 68th Annual Meeting at the Amway Grand Plaza Hotel in Grand Rapids from October 8 and 9, 2015. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. The elected Employee Delegate for the 2015 MERS Annual Conference is Sheldon Lewis, and following approval by the Board, the Officer Delegate will be Travis Parsons. Expenses associated with the Annual Meeting will not exceed $622.

8a. **Road Department** – Agreement and Release with Enbridge Energy

1. Discussion Regarding Settlement Agreement with County Attorney (Closed Session)
2. Resolution to Approve the Payment Agreement and Release with Enbridge Energy, Limited Partnership
8b. **Road Department** - Resolution to Approve the Hannah Boulevard No Stopping, Standing, or Parking Traffic Control Order and Eyde Parkway No Stopping, Standing, or Parking Traffic Control Order

Subsequent to original Traffic Control Orders issued in 1989 and 1997, Hannah Boulevard and Eyde Parkway in Meridian Township have been extended to provide access to recently built apartment complexes. Citizen complaints and haphazardly parked cars that impeded snow removal and emergency response vehicles have prompted a Road Department proposal to establish a new “No Stopping, Standing, or Parking” zone along the entire length of both roads, except a portion adjacent to The Lodges II apartment buildings.

8c. **Road Department** - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Asphalt Emulsions for the Road Department

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS-2M asphalt emulsion on an as-needed, unit price basis from Bit-Mat Products Inc. of Bay City. Funding for this purchase was included in the 2015 Road Department Budget.

8d. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

9a. **Controller’s Office** - Discussion Regarding the Strategic Planning RFP Scope of Services

As requested at the July 13 Board Leadership Meeting, a “scope of services” was developed as a preliminary step to issuing a Request for Proposals (RFP) to engage strategic planning and facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders. The successful proposer will have to demonstrate experience in successfully assisting groups with high level policy makers and multi interest stakeholders with complicated and often competing strategic planning objectives. Expert facilitation and mediation skills in collaborative problem solving, group strategies and dynamics, and the proven ability to create an atmosphere of trust will be necessary. The purpose of this discussion is to determine whether the proposed scope of service is consistent with intentions of the Board.

9b. **Controller’s Office** - Discussion Regarding the Proposed Employee Satisfaction Survey

Human resource experts have found that anonymous surveys work best to gain employee feedback. These anonymous engagement surveys give leaders the valuable, direct feedback they need to know when problems arise. The Controller’s Office intends to release such a survey in the near future. The purpose of this discussion is to answer any concerns raised by Commissioners and to consider provided feedback.
10a. **Board of Commissioners** - Resolution Recognizing Hispanic Heritage Month and Celebrating the Heritage and Culture of Latinos in Ingham County and Latinos in the United States

A resolution to encourage Ingham County residents to celebrate Hispanic Heritage Month in Ingham County from September 15 to October 15, 2015.

10b. **Board of Commissioners** - Resolution to Establish an Ingham County Contracts Procedure

Ingham County enters into hundreds of agreements associated with the delivery of public services each year. Although a set procedure has evolved over the years, the proposed resolution offers a more formalized policy for processing these agreements that will help establish a consistent practice for execution, distribution and archiving of these documents.
Attached please find a resolution authorizing submission of a Community Development Block
/Home Grant application for reinstatement of a Home Owner Rehabilitation program in Ingham
County.

Community Development Block Grant and/or HOME Grant funds are to be requested from the
Michigan State Housing Development Authority (MSHDA) in the amount of $315,000.

Funds are to be available to income qualified home owners that live within the targeted areas
identified in the Ingham County Place-Based Targeting Strategy, conducted as a requirement for
funding eligibility. These target areas include Leslie, Mason and Williamston.

Funds are expected to serve 6-8 homeowners over a one year period.

Grant funds would be administered by the Capital Area Housing Partnership (CAHP), selected as
the Third Party Grant Administrator via an RFP selection process. This service, following
the grant award, is paid with grant funds.

The grant application will be available at the offices of CAHP in East Lansing for
review/comment by Ingham County residents prior to the Public Hearing.
Agenda Item 1a

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT/HOME GRANT APPLICATION FOR $315,000 FOR A HOME OWNER REHABILITATION PROGRAM

WHEREAS, Ingham County government has long term objectives to foster economic well-being and affordable housing to assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for a Community Development Block Grant/HOME Grant to assist income eligible residents via a Home Owner Rehabilitation program; and

WHEREAS, the grant funds are to be requested based on information contained in the target communities’ goals and objectives outlined in local Community Development and Housing Needs Assessments and Master Plans; and

WHEREAS, the eligible target communities within Ingham County, as identified in the Ingham County Place-based Targeting Strategy, conducted as a requirement for funding eligibility, by Kuntzsch Business Services via contract with the Michigan State Housing Development Authority, will include Leslie, Mason and Williamston; and

WHEREAS, no matching funds are required of Ingham County; and

WHEREAS, the proposed project is consistent with the Ingham County Community Development Plan as described in the application; and

WHEREAS, this project is to be administered via a Third Party Administrator contract with the Capital Area Housing Partnership, 1290 Deerpath, East Lansing, Michigan 48823 following a public solicitation for proposals from at least three qualified sources; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from the Michigan State Housing Development Authority; and

WHEREAS, the Ingham County Board of Commissioners held a public hearing on this application on September 22, 2015 to provide citizens an opportunity to review and comment on the proposed application, the date for this hearing was set at a meeting of the Board of Commissioners on August 25, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an application to the Michigan State Housing Development Authority for a Community Development Block Grant/HOME Grant in the amount of $315,000 for Home Owner Rehabilitation of approximately 6-8 income qualified homes/persons.
BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign/submit the application, all attachments, the Grant Agreement as recommended by the Controller/Administrator and approved as to form by the County Attorney, and all payment requests.

BE IT FURTHER RESOLVED, the application will be submitted immediately following the approval of the Ingham County Board of Commissioners.
Lansing was one of 5 cities chosen by the Bloomberg Organization for a Financial Empowerment Center (FEC) grant. For many years I have played at least a minor role in helping bring this about. The 3 year grand funding wraps up this year and maintaining services requires other funding.

The quality and outcome controls for the FEC are rigorous. The Lansing FEC uses our Community Action Agency for service delivery which increases impact. Their efforts are so effective that they replace other non-profit agencies we have worked with on financial education. Disclosure is twofold. I serve on the Lansing FEC Advisory Board and on behalf of Ingham County serve on the Capital Area Community Services Board. This year I wrap up my fourth and final year as Board Chair.

Funding is from Delinquent Tax Fund.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY TREASURER

WHEREAS, Ingham County and its residents have been hit hard by the housing and economic crisis; and

WHEREAS, property tax forfeiture and foreclosure continues to impact historically high numbers of households across the county; and

WHEREAS, the Ingham County Treasurer continuously works to improve the outcome for families facing tax foreclosure through financial education and counseling; and

WHEREAS, Bloomberg Philanthropies through the Cities for Financial Empowerment Fund has funded the 3 years start-up of a data and results driven client counseling through the Lansing Financial Empowerment Center; and

WHEREAS, the Financial Empowerment Center through professional counseling staff at Capital Area Community Services has implemented the one-on-one service delivery counseling; and

WHEREAS, a number of the clients achieving improved credit, debt reduction and savings increases are now able to save their homes; and

WHEREAS, the Treasurer’s Office has witnessed the value of the Financial Empowerment Center and can help more people with a dedicated staff position to reach tax delinquent property owners throughout Ingham County; and

WHEREAS, without the foreclosure prevention funding the Capital Area Community Services would not be able to deliver these proven results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with Capital Area Community Services for 2015-2016, to refer clients who have been effected by tax forfeiture in the amount of $100,000 to be taken from the delinquent tax fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.
TO: Human Services Committee
    County Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 28, 2015

SUBJECT: Resolution to Reclassify Vacant Lead Social Worker Position to Medical Social Worker Position

Attached is a resolution to authorize the conversion of vacant position #601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of the Ingham County Health Department (ICHD). The conversion of the Lead Social Worker Position to a Medical Social Worker Position will net a savings of $6,500 annually.

The Ingham County Human Resources Department confirms that position #601464 is currently vacant; they also participated in and analyzed the proposed conversion. Human Resources has notified the ICEA County Professionals Union and they approved of the proposed conversion.

I recommend that the Ingham County Board of Commissioners authorize the conversion of the vacant position 601464, Lead Social Worker (ICEA County Pro 08), to Medical Social Worker (ICEA County Pro 07) to better meet the operational needs of ICHD.

c: Eric Thelen w/attachment
    Barbara Watts Mastin w/attachment
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TO: Barb Mastin, Deputy Health Officer/Executive Director Community Health Care Services
FROM: Beth Bliesener, Employment Specialist
DATE: 8-7-15
RE: Memo of analysis for reclassification for position #601464

HR can confirm the following:

Position #601464 is currently vacant.

Position #601464 currently a Lead Social Worker will be converted to an established classification Medical Social Worker to better meet the operational needs of the department.

A Medical Social Worker is compensated at an ICEA County Pro 07 salary range ($50,583.75 - $60,724.08)

The ICEA County Pro’s has been notified. They support the position conversion.

I have attached the union’s response.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).
Thank you for your reply and notification. Good luck with the changes. On behalf of ICEA Cty Prof, there are no concerns.

Sincerely,
Dana Watson, ICEA-Cty Prof

Sent from my iPhone

On Aug 7, 2015, at 3:11 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Yes, attached is the Lead Social Worker and Medical Social Worker job descriptions.

Thanks
Beth

From: Watson, Dana
Sent: Friday, August 07, 2015 3:09 PM
To: Bliesener, Elisabeth
Cc: Mastin, Barb
Subject: Re: Notification to ICEA regarding position number 601464

Hi can you attach the MSW jd, please.

Thanks, Dana Watson, ICEA-Cnty Prof Pres

Sent from my iPhone

On Aug 7, 2015, at 2:22 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Dana,
Please review the attachment regarding converting vacant position number 601464. The Health Department would like to reclassify the vacant position Lead Social Worker to Medical Social Worker to better meet the operational needs of the department. If you have any concerns please let me know prior to Tuesday August 18, 2015.

Thanks,

Beth Bliesener
Ingham County
Human Resources
Introducing by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY VACANT LEAD SOCIAL WORKER POSITION TO MEDICAL SOCIAL WORKER POSITION

WHEREAS, Position #601464, Lead Social Worker (ICEA County Pro 08) is currently vacant; and

WHEREAS, the Ingham County Health Department (ICHD) would like to convert Position #601464 Lead Social Worker to a Medical Social Worker position to better meet its operational needs; and

WHEREAS, a Medical Social Worker is compensated at the ICEA County Pro 07 range ($50,583.75 - $60,724.08); and

WHEREAS, the ICEA County Professionals Union has been notified, and they support the reclassification; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant position #601464 would save $6,500.00 annually; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed reclassification of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07); and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #601464 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07).

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.
TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: September 1, 2015

SUBJECT: RESOLUTION AMENDING THE LEASE AGREEMENT WITH CAPITOL WALK PARKING, LLC TO LEASE THE ELEVEN REMAINING EMPLOYEE PARKING SPACES

Resolution # 15-269 states that Ingham County currently leases 100 employee parking spaces from Capitol Walk Parking, LLC located on South Chestnut Street in Lansing.

The Facilities Department currently has approximately 8-11 employee parking spaces in the South Ramp at a cost of $107.00 per space, per month. It would provide a substantial monthly savings to move these employee spaces from the South Ramp to Capitol Walk Parking, LLC.

Capital Walk Parking, LLC, has agreed to hold their current lease cost of $60.00 per space, per month, to obtain the remaining eleven spaces. The lease cost at the South Ramp is $107.00 per space, per month.

Funds for parking have already been accounted and approved for in each department’s individual line items.

I recommend approval of this resolution.
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE LEASE AGREEMENT WITH CAPITOL WALK PARKING, LLC TO LEASE THE ELEVEN REMAINING EMPLOYEE PARKING SPACES

WHEREAS, per Resolution #15-269 Ingham County currently leases 100 employee parking spaces from Capitol Walk Parking, LLC located on South Chestnut Street in Lansing; and

WHEREAS, the Facilities Department would like to acquire the remaining eleven parking spaces that are available at Capitol Walk Parking, LLC; and

WHEREAS, approximately eight to eleven employee parking spaces will be moved from the South Ramp to Capitol Walk Parking, LLC; and

WHEREAS, Capitol Walk Parking, LLC has agreed to hold their current lease cost of $60.00 per space, per month; and

WHEREAS, the employee spaces at the South Ramp cost $107.00 per month; and

WHEREAS, moving these 11 spaces to Capitol Walk Parking, LLC will be a substantial monthly savings; and

WHEREAS, funds for parking have already been accounted and approved for in each department’s individual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the lease agreement with Capitol Walk Parking, LLC, 2152 Commons Way Parkway, Okemos, Michigan 48864 to include the eleven remaining employee parking spaces in the current agreement bringing the total number of leased spaces to 111 for a not to exceed lease cost of $6,660.00 per month which is approximately $60.00 per space, per month.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.
MEMO

Date: August 25, 2015

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback

Resolution #14-383 approving the purchase and repayment schedule for one (1) snow groomer and Resolution #14-384 approving the purchase and repayment schedule for two (2) snow makers was passed at the September 23, 2014 Board of Commissioners meeting. The resolution established an amount of $224,200 to be paid back to the general fund over a period of ten years. The Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase. This resolution authorizes a transfer of $170,000 to the snow equipment repayment and would reduce the amount owed to $54,200 and the balance still owed to the general fund of $54,200 would be eliminated.

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their August 24, 2015 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
Agenda Item 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TRANSFERRING FUNDS FROM THE PARKS DEPARTMENT CAPITAL IMPROVEMENT FUND FOR HAWK ISLAND SNOW HILL EQUIPMENT PAYBACK

WHEREAS, Board of Commissioner Resolution #14-383 approved the purchase and repayment schedule for one (1) snow groomer and Board of Commissioner Resolution #14-384 approved the purchase and repayment schedule for two (2) snow makers; and

WHEREAS, the above mentioned resolutions established an amount of $224,200 to be paid back to the general fund over a period of ten years; and

WHEREAS, the Hawk Island Snow Hill generated $59,579 in revenue from December 2014-April 2015, with positive net revenue of $23,821 after expenses; and

WHEREAS, while this is an outstanding shift to a positive net revenue situation for the snow hill, the Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase; and

WHEREAS, the Parks Department Capital Improvement Fund currently has a fund balance of $170,000; and

WHEREAS, the Financial Services Department recommends transferring the existing Fund, fund balance of $170,000, to reduce the snow equipment repayment balance; and

WHEREAS, a transfer of $170,000 to the snow equipment repayment would reduce the amount owed to $54,200; and

WHEREAS, the balance of $54,200 still owed to the general fund would be eliminated.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the $170,000 fund balance in the Parks Department Capital Improvement Fund be applied to the snow equipment repayment balances.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the balance of $54,200 still owed to the general fund be eliminated.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget in accordance with this resolution.
TO: County Services Committee  
FROM: Sandra Gower, Economic Development Coordinator  
SUBJECT: EPA Brownfield Assessment Grant Memorandum of Understanding  
DATE: August 31, 2015

In December 2014 the Board of Commissioners approved Ingham County’s participation in the Lansing Regional Brownfield Coalition’s application to the Environmental Protection Agency (EPA) for a Brownfield Assessment Grant. The Coalition consists of the City of Lansing Brownfield Redevelopment Authority (Lead Member), City of East Lansing and the Counties of Ingham, Clinton and Eaton. LEAP coordinated the effort.

In May 2015 the EPA awarded the coalition a $400,000 assessment grant. EPA requires that a Memorandum of Agreement (MOA) is approved by all members of the coalition with the Lead Member. The attached resolution is to authorize the Chair of the Board of Commissioners to sign the MOA. The City of Lansing Brownfield Redevelopment Authority as the Lead Member is the fiduciary of the grant and responsible for the administration of the grant.
Lansing Regional Brownfields Coalition

BROWNFIELDS ASSESSMENT COALITION

MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES: City of Lansing Brownfield Redevelopment Authority, City of East Lansing, Ingham County, Eaton County, AND Clinton County.

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to EPA Cooperative Agreement No: BF00E01544.

1. On May 28, 2015, EPA awarded the Cooperative Agreement to the Lead Coalition Member, City of Lansing Brownfield Redevelopment Authority. The grant period is October 1, 2015 through September 30, 2018. City of Lansing Brownfield Redevelopment Authority is responsible to EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.

2. It is the responsibility of City of Lansing Brownfield Redevelopment Authority to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.

3. The Coalition Partners are City of East Lansing, Ingham County, Eaton County, and Clinton County. The contact information is as follows:

City of East Lansing
Lori Mullins
410 Abbot Road, East Lansing, MI 48823
(517) 319-6887
lmullins@cityofeastlansing.com

And

Ingham County
Sandra Gower
121 East Maple Street, Mason, MI 48854
(517) 676-7285
sgower@ingham.org

And

Eaton County
Claudine Williams
1045 Independence Blvd., Charlotte, MI 48813
(517) 543-3689
cwilliams@eatoncounty.org
And

Clinton County
Ryan Wood
100 E. State St, St. Johns, MI 48879
(989) 224-5120
woodr@clinton-county.org

4. Activities funded through the cooperative agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, and outreach materials and implementation, and other eligible activities. City of Lansing Brownfield Redevelopment Authority may retain consultant(s) and contractors under 40 CFR 30.36 to undertake various activities funded through the cooperative agreement and may award subgrants to other coalition members under 40 CFR 31.37 for assessment projects in their geographic areas. Subgrantees are accountable to City of Lansing Brownfield Redevelopment Authority for proper expenditure of funds.

5. The Lead Coalition Member will procure the consultant(s) in compliance with 40 CFR 31.36 requirements. The Lead Coalition Member will issue the Request for Proposals or Request for Qualifications and will be the entity responsible for receipt of the submitted proposals and selection and award of contracts. City of Lansing Brownfield Redevelopment Authority will consult with other coalition members in making selections of consultants and contractors and negotiating the terms of agreements.

6. The Lead Coalition Member, in consultation with the Coalition Partners, will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of five sites are assessed over the life of the cooperative agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility.

7. Upon designation of the specific sites, it will be the responsibility of City of Lansing Brownfield Redevelopment Authority to work with the coalition member in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of this member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this member does not have the capacity to perform these activities, City of Lansing Brownfield Redevelopment Authority may assist in securing necessary site access agreements and permits.

8. The Lead Coalition Member is responsible for ensuring that other activities as negotiated in the workplan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by City of Lansing Brownfield Redevelopment Authority and the coalition member in whose geographic area the site to be assessed is located.
Agreed:

City of Lansing Brownfield Redevelopment Authority Lead Coalition Member/Date

City of East Lansing Coalition Partner/Date

Ingham County Coalition Partner/Date

Eaton County Coalition Partner/Date

Clinton County Coalition Partner/Date
AGENDA ITEM 5

INSTRUCTED BY THE COUNTY SERVICES COMMITTEE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING INGHAM COUNTY’S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION AND ENTERING INTO A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF LANSING BROWNFIELD REDEVELOPMENT AUTHORITY, CITY OF EAST LANSING, INGHAM COUNTY, EATON COUNTY, AND CLINTON COUNTY

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, on December 9, 2014 the Ingham County Board of Commissioners adopted Resolution #14-500 approving the County’s participation in a grant application to the United States Environmental Protection Agency (USEPA) for a brownfield assessment grant as part of the Lansing Regional Brownfield Coalition (Coalition) which consists of the City of Lansing Brownfield Redevelopment Authority, the City of East Lansing, Ingham County, Eaton County and Clinton County; and

WHEREAS, on May 28, 2015 the USEPA awarded the Cooperative Agreement to the Lead Coalition Member, the City of Lansing Brownfield Redevelopment Authority for the grant period of October 1, 2015 through September 30, 2018; and

WHEREAS, the USEPA requires a Memorandum of Agreement between the Lead Coalition Member and the other coalition members which documents the roles and responsibilities of all parties.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes the Chair of the Board to sign the Memorandum of Agreement as approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners designates the Economic Development Coordinator to be the primary contact for the Coalition.
TO: COUNTY SERVICES AND FINANCE  
DATE: AUGUST 31, 2015  
FROM: STACY BYERS  
SUBJECT: APPROVAL TO CLOSE ON FOGG#2, EIFERT, BAUMAN AND SWILER PROPERTIES’ PERMANENT CONSERVATION EASEMENT DEEDS

The Farmland and Open Space Preservation Board received applications for the 2014 cycle from May to July 31, 2014. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2012 Open Space selection criteria. The Board of Commissioners approved the proceeding to negotiations on the top ranked properties through Resolution #14-068. In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, four properties, The Fogg#2, Swiler, Bauman and Eifert properties, are being recommended for purchase by the Purchasing Department.

The FOSP Board has money in the budget to close on the four properties and cover all closing costs. It is the recommendation of the FOSP Board that these four properties be closed using 100% local funds. The FOSP has participated with the Federal ACEP Program (formally FRPP) since the millage passed and has several successful projects to show for it. Matching local millage dollars with outside sources is of the highest priority to the FOSP Board as it not only allows the program to leverage millage dollars further, but demonstrates good stewardship of the public’s money.

Since the passage of the 2014 Federal Farm Bill, the structure for which Federal matching dollars are distributed and closed has drastically changed, despite Congressional intent of making the program less “onerous” and more streamlined. For example, the 2013 Cooperative Agreement essentially required three minimum deed terms. The 2014 Statement of Work (re-named Cooperative Agreement) now has 11 pages of minimum Deed Terms. Easements are taking in excess of 24 months to close and requiring an inordinate amount of staff time to close them.

The FOSP Board made a motion to use 100% local funds for the 2014 properties, in an effort to move the properties to close more quickly, ideally 12 months instead of 24, and to eliminate the almost $3 million fund balance. It is the intent of the FOSP Board to work with federal staff, and legislators to resolve some of these program challenges and to resume a partnership with the Federal Program in future cycles.
TO: County Service and Finance Committees
FROM: James Hudgins, Director of Purchasing
DATE: August 28, 2015
SUBJECT: Purchase of Developmental Rights for the 2014 Cycle Farmland and Open Space Preservation Program

In 2004, the Ingham County Board of Commissioners passed the Farmland Purchase of Development Rights Ordinance, authorizing the County to purchase development rights from landowners who voluntarily agree to place a permanent conservation easement on their land. In 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation (FOSP) Program.

In 2011, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easements.

Applications for the 2014 cycle were requested and were then scored and assigned relative values by the FOSP Board according to selection criteria approved by the BOC and FOSP. Two types of appraisals were completed on the top scoring properties: one without development restrictions, and one subject to a permanent conservation easement with subsequent development restrictions. The difference between the two appraisal values is the appraiser’s opinion of the Conversation Easement value. The Conversation Easement value is the monetary amount that was negotiated between the landowner and Ingham County, where the landowner elected to make an Offer of Sale.

To ensure that a competitive process was followed, the Purchasing Department issued Request for Sealed Offers of Sale to the top scoring properties. In this process, landowners were made aware of both aforementioned appraisal values and were then requested to make an offer. The solicitation made it very clear that the County had a finite amount of resources that would be used to purchase permanent conservation easements and was under no obligation to make any purchases that it did not consider to be in the best interest of the County, its taxpayers and citizens, or offered the best value at the least cost. It was also understood that the County may exercise its right to further negotiate prices or to ask for best and final offers if the initial Offers of Sale were unsatisfactory with regard to the best interest of Ingham County.

The determination of permanent conservation easements recommended for purchase were made according to the best value determined by the ratio of Offer of Sale price to the conversation easement value. Sealed offers of sale were received by the Purchasing Department and are summarized below.
<table>
<thead>
<tr>
<th>Name</th>
<th>Value Before Easement</th>
<th>Value Subject to Easement</th>
<th>Conversation Easement Value - Difference of the Value Before Easement minus the Value Subject to Easement</th>
<th>Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale &amp; Janet Swiler</td>
<td>$865,000</td>
<td>$562,00</td>
<td>$303,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>George &amp; Elizabeth Bauman</td>
<td>$1,190,000</td>
<td>$670,00</td>
<td>$520,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Larry &amp; Debra Eifert</td>
<td>$1,190,000</td>
<td>$670,00</td>
<td>$520,000</td>
<td>$520,000</td>
</tr>
<tr>
<td>Robert N &amp; Joann Fogg Trust</td>
<td>$700,000</td>
<td>$375,00</td>
<td>$325,000</td>
<td>$325,000</td>
</tr>
</tbody>
</table>

It is the recommendation of the Purchasing and FOSP Directors to approve the resolution and purchase permanent conversation easements.
Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON GOODNOE AND STICKLE PROPERTIES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2014 cycle approved by Resolution #14-068; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds using 100% local funds on the Fogg#2, Swiler, Bauman and Eifert properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Fogg#2, Swiler, Bauman and Eifert properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Landowner</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fogg#2</td>
<td>$325,000.00</td>
<td>$0.00</td>
<td>$325,000.00</td>
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<td>Swiler</td>
<td>$303,000.00</td>
<td>$3,000.00</td>
<td>$300,000.00</td>
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<tr>
<td>Bauman</td>
<td>$520,000.00</td>
<td>$20,000</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Eifert</td>
<td>$520,000.00</td>
<td>$0.00</td>
<td>$520,000.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the County Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
The Municipal Employees’ Retirement System (MERS) Annual Conference will be held at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on Thursday, October 8 and Friday, October 9, 2015. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System and an alternate are to be elected by secret ballot for the Annual Conference. The appointment of an Employee Delegate was accomplished through the employee nomination and employee voting process in July. The elected Employee Delegate for the 2015 MERS Annual Conference is Sheldon Lewis. With your approval, the Officer Delegate for the 2015 MERS Annual Conference will be Travis Parsons.

The funding for the two delegates to attend this year’s MERS Annual Conference is contained in the Human Resources Budget Line Item 101-22600-863000, Travel and Attendance for the Annual MERS Conference. Registration, hotel accommodation, parking, and mileage expense for travel are paid by the County. The Human Resources Department has reviewed and approves these expenses. Total estimated expenses for the Officer Delegate and the Employee Delegate are $621.63.

If you have any questions or need any additional information, please contact me.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CERTIFYING REPRESENTATIVES FOR THE MERS ANNUAL CONFERENCE

WHEREAS, the Municipal Employees’ Retirement System (MERS) will hold the Annual Conference at the Amway Grand Plaza Hotel in Grand Rapids, Michigan on October 8 and October 9, 2015; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate:  Sheldon Lewis, Administrative Assistant-Drain Office

Officer Delegate:    Travis Parsons, Human Resources Director

BE IT FURTHER RESOLVED, Ingham County Board of Commissioners authorizes the payment of the estimated expenses of the Employee Delegate and Officer Delegate to attend the conference, pursuant to the County’s travel policy.
To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: September 1, 2015

RE: Resolution to approve the Payment Agreement and Release with Enbridge Energy, Limited Partnership

Attached is a proposed resolution for approving a “Payment Agreement and Release” between the County of Ingham and Enbridge Energy, Limited Partnership.

Background:

The former Ingham County Road Commission (ICRC) and the Ingham County Road Department (ICRD) approved various road permits for Enbridge Energy, Limited Partnership, its affiliates, contractors and subcontractors (Enbridge) for various Enbridge projects, including but not limited to Enbridge’s Petroleum Products Line 6B Replacement Project, Line 79 Project, expansion of Enbridge’s Stockbridge Terminal, and the utility line enhancement and relocation pertaining to Enbridge’s Stockbridge Terminal (Projects).

Pursuant to the terms of the permit applications and the permits, Enbridge had certain duties including, but not limited to, the obligation to restore the road and right-of-way to a condition equal to or better than its condition before the work began. The ICRD prepared spreadsheets that identified the nature and the scope of repairs it asserted was required by Enbridge relative to road damages and road system damages associated with or arising out of Projects. The ICRD and Enbridge inspected the roads at issue and negotiated the terms of a Payment Agreement and Release through their respective legal counsel.

ICRD and Enbridge have reached an agreement, subject to the review and approval of the Ingham County Board of Commissioners, for Enbridge to make a lump sum payment to the County of Ingham, in return the County will release Enbridge from claims, actions and demands related to the permit applications and permits as described in the Payment Agreement and Release.

Per the Payment Agreement and Release, the County, through the ICRD, in its sole discretion and judgment may perform or not perform, any repair or work to the roads impacted by Enbridge. However, ICRD staff will work with the four townships, White Oak, Stockbridge, Bunker Hill and Leslie, to allocate the proceeds from the Payment Agreement and Release to various road repairs related to the Enbridge pipeline projects.

Approval of the attached resolution is therefore recommended.
WHEREAS, the former Ingham County Road Commission (ICRC) and the Ingham County Road Department (ICRD) approved various road permits for Enbridge Energy, Limited Partnership, its affiliates, contractors and subcontractors (Enbridge) for various Enbridge projects, including but not limited to Enbridge’s Petroleum Products Line 6B Replacement Project, Line 79 Project, expansion of Enbridge’s Stockbridge Terminal, and the utility line enhancement and relocation pertaining to Enbridge’s Stockbridge Terminal (Projects); and

WHEREAS, pursuant to the terms of the permit applications and the permits, Enbridge had certain duties including, but not limited to, the obligation to restore the road and right-of-way to a condition equal to or better than its condition before the work began; and

WHEREAS, the ICRD and Enbridge inspected the roads at issue and negotiated the terms of a Payment Agreement and Release through their respective legal counsel; and

WHEREAS, Enbridge will make a lump sum payment to the County of Ingham, in return the County will release Enbridge from claims, actions and demands related to the permit applications and permits as described in the Payment Agreement and Release; and

WHEREAS, per the Payment Agreement and Release, the County of Ingham, through the ICRD, in its sole discretion and judgment may perform or not perform, any repair or work to the roads impacted by Enbridge; and

WHEREAS, ICRD staff will however work with the four townships, White Oak, Stockbridge, Bunker Hill, and Leslie, to allocate the proceeds from the Payment Agreement and Release to various road repairs related to the Enbridge pipeline projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Payment and Release Agreement with Enbridge Energy, Limited Partnership.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the Payment and Release Agreement consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 8b

TO: County Services

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: August 24, 2015

SUBJECT: Hannah Boulevard - No Stopping, Standing, or Parking Traffic Control Order
Eyde Parkway - No Stopping, Standing, or Parking Traffic Control Order

Hannah Boulevard has had an existing No Stopping, Standing, or Parking Traffic Control Order in effect since 1989. Eyde Parkway has had an existing No Stopping, Standing, or Parking Traffic Control Order in effect since 1997. Subsequent to the original Traffic Control Orders, the two roads have been extended to provide access to recently built apartment complexes.

Due to citizen complaints and haphazardly parked cars that impeded snow removal and emergency response vehicles, the Ingham County Road Department and Meridian Township police requested a new No Stopping, Standing, or Parking zone along the entire length of Hannah Boulevard and the entire length of Eyde Parkway, except a portion of the east side of the road, adjacent to The Lodges II apartment buildings.

Road Department staff forwarded a request for the new No Stopping, Standing, or Parking zones to the Michigan State Police, pursuant to MCL 257.675(4), which states:

“The state transportation commission with respect to state trunk line highways and the board of county road commissioners with respect to county roads, acting jointly with the director of the department of state police, may place signs prohibiting or restricting the stopping, standing, or parking of vehicles on a highway where in the opinion of the officials as determined by an engineering survey, the stopping, standing, or parking is dangerous to those using the highway or where the stopping, standing, or parking of vehicles would unduly interfere with the free movement of traffic on the highway or street. The signs shall be official signs and a person shall not stop, stand, or park a vehicle in violation of the restrictions stated on the signs. The signs shall be installed only after a proper traffic order is filed with the county clerk.”

As a result, the Road Department received the attached Traffic Control Orders from the Michigan State Police, Traffic Services Section. The reason for this memo is to recommend acceptance of the new Hannah Boulevard and Eyde Parkway No Stopping, Standing, or Parking Traffic Control Orders and request authorization for the Board Chairperson to execute and date the Traffic Control Order documents.

Approval of the attached resolution is recommended.
TRAFFIC CONTROL ORDER
RESTRICTING PARKING ON COUNTY HIGHWAY

TRAFFIC CONTROL ORDER NO. P 33-42-15

Pursuant to 1949 PA 300, as amended, an engineering and traffic investigation has been made with respect to County Road Hannah Boulevard in the Township of Meridian in Ingham County. It has been determined by the investigation that stopping, standing, or parking on this highway creates a traffic safety hazard. Therefore we direct the Ingham County Road Authority to erect and maintain official signs, prohibiting or restricting the stopping, standing, or parking of vehicles to comply with the Michigan Manual of Uniform Traffic Control Devices, which give notice of the following prohibition or restriction:

In the County of Ingham, Township of Meridian:

No parking within the right of way of Hannah Boulevard from Hagadorn Road to a point .6 miles east of Hagadorn Road.

Any Traffic Control Orders previously made with respect to the above are rescinded and superseded: P 33-266-89

This order becomes effective when signs giving notice of the above have been erected.

Designee, Department of State Police

Designee, Road Authority for the County of Ingham

Date August 14, 2015

Date

AUTHORITY: MCL 257.628 & 257.679
COMPLIANCE: MANDATORY

COUNTY CLERK COPY
TRAFFIC CONTROL ORDER
RESTRICTING PARKING ON COUNTY HIGHWAY

TRAFFIC CONTROL ORDER NO. P 33-43-15

Pursuant to 1949 PA 300, as amended, an engineering and traffic investigation has been made with respect to County Road EYDE PARKWAY in the Township of Meridian in Ingham County. It has been determined by the investigation that stopping, standing, or parking on this highway creates a traffic safety hazard. Therefore we direct the Ingham County Road Authority to erect and maintain official signs, prohibiting or restricting the stopping, standing, or parking of vehicles to comply with the Michigan Manual of Uniform Traffic Control Devices, which give notice of the following prohibition or restriction:

In the County of Ingham, Township of Meridian:

No parking within the north and west right of way of Eyde Parkway from Hagadorn Road to Hannah Boulevard and;

within the south right of way from Hagadorn Road to a point .4 miles east of Hagadorn Road.

Any Traffic Control Orders previously made with respect to the above are rescinded and superseded: P 33-32-97

This order becomes effective when signs giving notice of the above have been erected.

Designee, Department of State Police

Designee, Road Authority for the County of Ingham

Date August 14, 2015

Date

AUTHORITY: MCL 257.626 & 257.675

COMPLIANCE: MANDATORY

COUNTY CLERK COPY
Agenda Item 8b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE HANNAH BOULEVARD NO STOPPING, STANDING, OR PARKING TRAFFIC CONTROL ORDER AND EYDE PARKWAY NO STOPPING, STANDING, OR PARKING TRAFFIC CONTROL ORDER

WHEREAS, Hannah Boulevard has had an existing No Stopping, Standing, or Parking Traffic Control Order in effect since 1989; and

WHEREAS, Eyde Parkway has had an existing No Stopping, Standing, or Parking Traffic Control Order in effect since 1997; and

WHEREAS, subsequent to the original Traffic Control Orders, the two roads have been extended to provide access to recently built apartment complexes; and

WHEREAS, due to citizen complaints and haphazardly parked cars that impeded snow removal and emergency response vehicles, the Ingham County Road Department and Meridian Township police requested new No Stopping, Standing, or Parking zones along Hannah Boulevard and Eyde Parkway; and

WHEREAS, Road Department staff forwarded a request to the Michigan State Police for their consideration and action, pursuant to MCL 257.675(4); and

WHEREAS, the Michigan State Police agreed with the request and forwarded No Stopping, Standing, or Parking Traffic Control Orders along Hannah Boulevard and Eyde Parkway for Ingham County Board of Commissioners acceptance and execution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Hannah Boulevard No Stopping, Standing, or Parking Traffic Control Order and authorizes the Board Chairperson to execute and date Traffic Control Order P 33-42-15.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts the Eyde Parkway No Stopping, Standing, or Parking Traffic Control Order and authorizes the Board Chairperson to execute and date Traffic Control Order P 33-43-15.
**MEMORANDUM**

TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: March 11, 2015  
SUBJECT: Emulsified Asphalt – HFRS-2, HFRS-2M, SS-1H, AE-90 and CM-300

**Project Description:**  
Ingham County sought competitive sealed bids from interested and experienced companies for the purpose of furnishing its 2015 season’s requirements of emulsified asphalt to the Ingham County Road Department.

**Proposal Summary:**  
Vendors contacted: 15  
Vendors responding: 03

**Recommendation:**  
It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc., the low bidder, for SS-1H Plant Pickup and AE-90 Plant Pickup. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., the low bidder, a contract for HFRS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite and CM-300 Delivery to Metro.

**Advertisement:**  
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure, the County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch—16,000 gallons; and

WHEREAS, the Road Department adopted 2015 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-15, and were awarded by resolution to Terry Materials for SS-1H and AE-90 and Asphalt Materials Inc. for HFRS-2M and CM-300; and

WHEREAS, HFRS-2M emulsion delivered by Asphalt Materials Inc. on 8/20/2015 was tested by an independent laboratory and did not meet MDOT specifications and will not perform to desired expectations; and

WHEREAS, the Road Department has refused further delivery of HFRS-2M from Asphalt Materials Inc.; and

WHEREAS, the Road Department in concurrence with the Purchasing Department recommend award of HFRS-2M emulsion to the second low bidder, Bit-Mat Products of Bay City, Michigan for continuation of the chip sealing program.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of HFRS-2M asphalt emulsion on an as-needed, unit price basis from Bit-Mat Products Inc. of Bay City, Michigan.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute a purchase order accordingly with Bit-Mat Products Inc. and purchase HFRS-2M asphalt emulsion as needed and budgeted.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 1, 2015 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-405</td>
<td>MERIDIAN TOWNSHIP</td>
<td>ROAD CLOSURE / SPECIAL EVENT</td>
<td>BENNETT RD &amp; HULETT RD</td>
<td>MERIDIAN</td>
<td>29 &amp; 32</td>
</tr>
<tr>
<td>2015-407</td>
<td>G.A. HUNT</td>
<td>SANITARY</td>
<td>GOLFRIDGE DR</td>
<td>MERIDIAN</td>
<td>5</td>
</tr>
<tr>
<td>2015-410</td>
<td>COMCAST</td>
<td>CABLE / UG/OH</td>
<td>JOLLY OAK RD &amp; JOLLY RD</td>
<td>MERIDIAN</td>
<td>33</td>
</tr>
<tr>
<td>2015-416</td>
<td>WEST SIDE WATER</td>
<td>WATERMAIN</td>
<td>MORRIS AVE</td>
<td>LANSING</td>
<td>7</td>
</tr>
<tr>
<td>2015-418</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>LAKE LANSING RD &amp; WOOD ST</td>
<td>LANSING</td>
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<tr>
<td>2015-421</td>
<td>NASH TRENCHING INC</td>
<td>CABLE / UG</td>
<td>GIBSON AVE &amp; BIRCH ROW</td>
<td>MERIDIAN</td>
<td>6</td>
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<td>2015-424</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>HOLT RD &amp; CEDAR ST</td>
<td>DELHI</td>
<td>14</td>
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<td>2015-425</td>
<td>US SIGNAL COMPANY</td>
<td>CABLE / UG</td>
<td>OKEMOS RD &amp; WOODLAKE DR</td>
<td>ALAIEDON</td>
<td>4</td>
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<tr>
<td>2015-428</td>
<td>NASH TRENCHING INC</td>
<td>CABLE / UG</td>
<td>HORSTMAYER RD &amp; GORVENBURG RD</td>
<td>DELHI</td>
<td>8 &amp; 17</td>
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<tr>
<td>2015-429</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>DOBIE RD &amp; WILLOUGHBY RD</td>
<td>ALAIEDON</td>
<td>15</td>
</tr>
<tr>
<td>2015-430</td>
<td>JACQUELINE KRANZ TRUST</td>
<td>LAND DIVISION</td>
<td>TOMLINSON RD &amp; TUTTLE RD</td>
<td>VEVAY</td>
<td>19</td>
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<td>2015-436</td>
<td>COMCAST</td>
<td>CABLE / UG &amp; OH</td>
<td>NEWTON RD &amp; SAGINAW ST</td>
<td>MERIDIAN</td>
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<td>2015-437</td>
<td>WEST SIDE WATER</td>
<td>WATERMAIN</td>
<td>ROSEMARY ST &amp; MICHIGAN AVE</td>
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<td>2015-443</td>
<td>G.A. HUNT EXCAVATING</td>
<td>STORM SEWER</td>
<td>HIGHGATE AVE &amp; COLONY DR</td>
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<td>2015-444</td>
<td>DELHI CHARTER TOWNSHIP</td>
<td>MANHOLE REPLACE</td>
<td>AURELIUS RD &amp; WILCOX RD</td>
<td>DELHI</td>
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<td>2015-447</td>
<td>AECOM TECHNOLOGY CORP</td>
<td>MISCELLANEOUS</td>
<td>LAKE LANSING RD &amp; ABBOTT RD</td>
<td>MERIDIAN</td>
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<td>2015-453</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / GAS</td>
<td>CEDAR ST &amp; WILLOUGHBY RD</td>
<td>DELHI</td>
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<td>2015-454</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BARRY RD &amp; ZIMMER RD</td>
<td>WILLIAMSTOWN</td>
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<td>CONSUMERS ENERGY</td>
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<td>VARIOUS</td>
<td>INGHAM</td>
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<td>CONSUMERS ENERGY</td>
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<td>WILLIAMSTOWN</td>
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<td>2015-471</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>CEDAR ST &amp; WILLOUGHBY RD</td>
<td>DELHI</td>
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<td>2015-472</td>
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<td>2015-473</td>
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<td>SPECIAL EVENT</td>
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1.0 PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a qualified and experienced vendor to lead and provide strategic planning and facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders.

The successful proposer will have demonstrated experience in successfully assisting groups with high level policy makers and multi interest stakeholders with complicated and often competing strategic planning objectives. Furthermore, expert facilitation and mediation skills in collaborative problem solving, group strategies and dynamics, and the proven ability to create an atmosphere of trust and ensure all members of the group are effectively engaged and heard is assumed.

This RFP is designed to provide interested proposers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Proposers are at liberty and are encouraged to expand upon the scope of work to evidence service capabilities.

2.0 PROFILE OF INGHAM COUNTY GOVERNMENT

Ingham County, 576 square miles and with a current population of approximately 280,000, is located in the south-central portion of Michigan’s Lower Peninsula. The County is a focal point for Michigan’s highway system, with major highways providing easy access to and from Detroit, Grand Rapids, Flint, Kalamazoo, Battle Creek, Jackson and Ann Arbor. Commercial air service is provided from Lansing, and there is a network of rail freight service as well as Amtrak. The City of Lansing, located in the northwest corner, is the County’s major population and business center and is home to Michigan’s State Capitol.

Ingham County is governed by a fourteen-member Board of Commissioners. Each Commissioner is elected on a partisan basis for terms of two years from single member districts that are approximately equal in population. The Board annually elects from its ranks a Chairperson, Vice Chairperson and Vice Chairperson Pro Tem by majority vote. The administration of the county, other than as delegated to elected officials, is guided by the County Controller who is appointed by a two-thirds vote of the Board of Commissioners and serves at its pleasure. Primary functions of the Board include determination of the type and level of county services, adoption of the county Budget, equalization of county property values, legislative oversight of county services and the appointment of various boards, commissions and county officials.

Judges of the 30th Judicial Circuit and the Probate Court are elected at large for six-year terms, while the judges of the 55th District Court are elected from the area of the county outside of Lansing and East Lansing. (Lansing and East Lansing both have their own district courts.) Operation of the court system is under the auspices of the Michigan Supreme Court and the respective presiding judges, while the county government primarily provides financial support.

Administration of the county is divided by the Michigan Constitution among various county officials. These include the constitutional offices of County Treasurer, County Clerk, Register of Deeds, Prosecuting Attorney and Sheriff. The statutory office of Drain Commissioner joins these five and all are elected at-large for four-
year terms. The County Treasurer is the custodian of all funds, administers the collection of delinquent property taxes, and performs other duties concerned with interrelated fiscal affairs of County departments and agencies. The duties of the County Clerk include keeping and maintaining records of births, deaths, marriages and discharges of military personnel, and serving as Clerk of the Board of Commissioners. The duties of the Register of Deeds include the recording of deeds, mortgages, surveys, plats, notices of liens and bills of sales. The Prosecuting Attorney prosecutes violations of state criminal law within the County. The Drain Commissioner administers the location, construction and maintenance of drains in the County. The Sheriff’s duties involve the charge and custody of the County Jail, the serving of processes and primary law enforcement response in areas of the County without local police functions.

In addition, the Board of Commissioners appoints several county officials, including the Board Coordinator, the Controller, Health Officer, Medical Examiner, Equalization Director, Fair Director and Animal Control Director with responsibilities as defined by statute, County ordinance or resolution. The Controller’s responsibilities include direction of central administrative functions of the County government and acting as a liaison on behalf of the Board of Commissioners between County offices, appointed officials and the general public. The Health Officer directs the operation of the County Health Department in accordance with Board of Commissioner’s directions and as authorized by state law. The Health Officer appoints the Medical Director and the medical examiner services are provided through a contract with Sparrow Hospital. The Equalization Director oversees the equalization process of the County as prescribed by law. The Animal Control Director enforces appropriate state law and the Ingham County Animal Control Ordinance with respect to insuring the public safety in animal-related matters.

The 1,000± employees of the County are located on several different campuses throughout the County. Primary locations are downtown Lansing, south Lansing, and Mason, the County seat. County government provides a diverse array of services in the areas of human services, law enforcement, justice administration, recreation, education, elections, and record keeping.

See Appendix A (pages 22-24) for Resolution #15-57, Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff.

In addition, see http://co.ingham.org/ for additional information about the County’s budgeting and strategic planning processes.

3.0 PURPOSE OF THE STRATEGIC PLANNING EXERCISE

The purpose of this exercise is to enhance the County’s ability to think, act and learn strategically. The potential benefits from this project are numerous, although there is no guarantee that they will be realized in practice. Benefits include:

- Increased effectiveness. The County’s performance is enhanced, our mission is furthered, our mandates are met, our values are honored, and real public value is created. In addition, County government responds effectively to rapidly changing circumstances.
• **Increased efficiency.** The same or better results are achieved with fewer resources.
• **Improved understanding and better learning.** The County understands its situation far more clearly. We are able to re-conceptualize our situation and work, if necessary, and establish an interpretive framework that can guide strategy development and implementation.
• **Better decision making.** A coherent, focused and defensible basis for decision making is established, and today’s decisions are made in light of their future consequences.
• **Enhanced organizational capabilities.** Broadly based organizational leadership is improved, and the capacity for further strategic thought, action and learning is enhanced.

4.0 **OUTCOMES OF THE REQUEST FOR PROPOSALS**

1. **Clarify Organizational Mandates and Mission**
   The vendor will work with County officials to clarify formal and informal mandates on Ingham County government and explore their implications for organizational action. County managers will be asked to compile organizational mandates for presentation to the vendor who will then prepare a summary report of findings. Identified mandates will be considered throughout the remainder of the project.

   A. Compile mandates and identify for each:
      1. Source of mandates (statute, policy, citizen expectations, etc.)
      2. Key requirements
      3. Effects on Ingham County government
      4. Evaluation criteria

   B. Summarize mandates to include:
      1. What each mandate means about the purpose and nature of County government.
      2. Which mandates may need to be changed, eliminated or added.
      3. Which mandates can/should be changed by the County, and which ones require others to be involved.
      4. Impact of each mandate on the future direction of Ingham County, including their implications on available resources.
      5. Relationship of mandates to the mission of County government.

2. **Identify and Understand Stakeholders**
   County officials will be asked to identify organization stakeholders for the vendor. A stakeholder is any person, group or entity that can place a claim on the County’s attention, resources, or output or that is affected by that output. The key to success is our ability to address the needs and desires of crucial stakeholders. The vendor will prepare a summary report of findings.

   A. External stakeholder identification and analysis to include:
      1. How each stakeholder affects the County, and how the County affects the stakeholder
      2. What the County needs from the stakeholder, and what the stakeholder needs from the County.
      3. Relative importance of each stakeholder.
      4. Role of the stakeholder in the strategic planning process (if any).

   B. Internal stakeholder identification and analysis to include:
      1. How each stakeholder affects the County, and how the County affects the stakeholder
      2. What the County needs from the stakeholder, and what the stakeholder needs from the County.
      3. Relative importance of each stakeholder.
      4. Role of the stakeholder in the strategic planning process (if any).
3. **Strategic Planning Work Sessions**

The vendor will facilitate a series of strategic planning work sessions with County personnel. The purpose of the strategic planning work sessions is to bring together commissioners, elected officials and staff to discuss and define the direction of county government as an organization. The agenda for these sessions consists of a brief overview of the current environment as identified in Sections 4.1 and 4.2, followed by participation events designed to reach consensus on priority issues. Work outcomes to be delivered by the vendor are as follows.

**A. Develop and Refine Mission and Values.**

1. What the current mission says about who we are, what our purpose is, whom we serve and how we are unique.
2. Identification of the basic social and political challenges we exist to address.
3. The role of County government in addressing these challenges, and how County government differs from other organizations.
4. In general, what we want to do to recognize or anticipate and respond to these challenges.
5. How we should respond to key stakeholders.
6. Define our philosophy and core values.
7. How the mission statement should be changed.

**B. Assess the Environment to Identify Strengths, Weaknesses, Opportunities and Challenges**

In this step the strengths and weaknesses of the County are catalogued and evaluated and their strategic implications noted. This step should include identification of the County’s distinctive competencies (those abilities that enable the County to perform well against key performance indicators). In addition, opportunities and challenges facing the County are explored, and again, strategic implications are recognized.

1. Identify and describe organizational strengths; Identify options to preserve or enhance each.
2. Identify and describe organizational weakness; Identify options to minimize or overcome each.
3. Identify and describe organizational opportunities; Identify options to take advantage of each.
4. Identify and describe organizational challenges; Identify options to overcome each.
5. Identify critical success factors.
   a. Describe reasons why the County does well with each factor
   b. What competencies/capabilities enable the County to succeed with each factor
   c. What assets must be drawn upon in order to maintain competencies/capabilities

**C. Identify and Frame Strategic Issues Facing the County**

All previous steps lead to identification of strategic issues – the fundamental challenges that affect County mandates, its mission and values, its service level and mix, its costs, its financing, its structure, its processes and its management.

1. Create a master list of strategic issues
2. Explain why each subject is an issue and how it relates to organizational strengths, weaknesses, opportunities, challenges, mission and mandates.
3. Compare and contrast issues as operational versus strategic.
4. Identify consequences of not addressing the issue.
4. **Formulate Strategies and Plans to Manage the Issues**

The vendor will create a set of strategies to address each priority issue so the County can better fulfill its mission, meet its mandates, and achieve its issue-specific goals. A *strategy* is a pattern of purposes, policies, programs, projects, actions, decisions, and resource allocations that define what the County does and why it does it. It is anticipated that strategies will vary by level, function and time frame. Examples include:

- Grand (or umbrella) strategy for the County as a whole.
- Strategy for organizational subunits.
- Strategies for one or more programs, services, projects or business processes.
- Strategies for one or more functions, i.e. innovation and technology, human resources, purchasing, etc.

5. **Review and Adopt the Strategic Plan**

The primary outcome of this step is an official organizational decision to adopt and proceed with a written strategic plan. Standing Committees of the Board of Commissioners will approve plans for their respective assigned functions, culminating in a single resolution for consideration by the Board of Commissioners. Completion of this step will result in a widely-shared agreement on the strategic plan among County Commissioners, thereby providing department heads and budget administrators with necessary guidance as the develop budget requests for the 2017 fiscal year. Ideally, the resulting budget will serve as the strategic plan implementation phase.

An organization’s vision of success outlines what the organization should look like as it successfully implements its strategies and achieves its full potential. Such a description, to the extent that it is widely known and agreed on in the organization, allows organizational members to know what is expected of them without constant direct managerial oversight. This description also allows other key stakeholders to know what the organization envisions for itself.

5.0 **PARTICIPANTS**

It is anticipated that the following commissioners and staff will participate in the strategic planning exercise:

- County Commissioners
- Elected Officials and Department Heads
- Judges and Court Administrators
- Administrative Staff
- Employees
6.0 TIMELINE

Contract commencement is anticipated to take place on or about October 1, 2015 and conclude with Board of Commissioners’ approval of a strategic plan on March 23, 2016. Following is an anticipated timeline for the project.

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<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<tr>
<td>4.1 Clarify Organizational Mandates and Mission</td>
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<td>4.2 Stakeholder Identification</td>
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<td>4.3 Strategic Planning Work Sessions</td>
<td>Summarize the County’s Mission*</td>
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<td>Summarize SWOC Analysis*</td>
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<td>Identify and Frame Strategic Issues*</td>
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<td>4.4 Formulate Strategies and Plan</td>
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<td>4.5 Review and Adopt Strategic Plan</td>
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*Timeline subject to meeting dates.
Introducing by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING HISPANIC HERITAGE MONTH AND CELEBRATING THE HERITAGE AND CULTURE OF LATINOS IN INGHAM COUNTY AND LATINOS IN THE UNITED STATES

WHEREAS, from September 15, 2015 through October 15, 2015, the United States celebrates Hispanic Heritage Month; and

WHEREAS, the Census Bureau estimates the Hispanic population in the United States at over 53,000,000 people, making Hispanic Americans the largest racial or ethnic minority group in the United States overall and in 21 individual states; and

WHEREAS, according to the US Census, Hispanics represent approximately 7.6% of Ingham County residents; and

WHEREAS, individuals such as Maria R. Velasquez and Manuel Delgado, Sr. are examples of individuals who have paved the way for Hispanics to become active in their communities and provide for positive role models; and

WHEREAS, Hispanic/Latinos culture and faith are evident by events such as the Annual Cesar E. Chavez Tejano Festival and the Cristo Rey Church Annual Fiesta, where many from all backgrounds come to enjoy and live in the Hispanic culture; and

WHEREAS, the Ingham County Board of Commissioners recognizes the importance of Hispanics in Ingham County and how they have contributed to making Ingham County one of the most diverse counties within the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners encourages Ingham County residents to celebrate Hispanic Heritage Month in Ingham County from September 15-October 15, 2015.

BE IT FURTHER RESOLVED, that copies of this resolution be made available to members of the Hispanic community as a tribute to their work and dedication to making Ingham County what it is today.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH AN INGHAM COUNTY CONTRACTS PROCEDURES

WHEREAS, Ingham County enters into hundreds of agreements each year with federal, state and local governments, vendors and agencies; and

WHEREAS, it is advisable to reaffirm procedures and guidelines for the execution and processing of contracts so that a standardized practice may be used by each department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Contracts Procedure.

BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this resolution and the Contracts Procedure to all elected officials and department heads once adopted.
Contract Procedures

MCL 46.5 requires that executed contracts be deposited with the County Clerk’s office. To assure that appropriate contractual documents are prepared, executed and recorded, the following procedures shall be implemented:

Execution of Contracts

After approval, by the Board of Commissioners, resolutions and contract authorization forms are submitted to the County Attorney’s Office at which time a contract is prepared. The contract is approved as to form by the County Attorney and forwarded to the department requesting the agreement. The contract authorization form can be used for agreements $5,000 and under.

The department shall submit two hard copies of the agreement, along with the resolution or signed contract authorization form authorizing the agreement, to the Board of Commissioners’ Office for signatures. Signatures must be obtained through the Board of Commissioners’ Office.

The Board Chairperson is the only authorized signatory for the County of Ingham unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson’s absence.

Once the contract documents are completely executed, make sure any blank dates in the contract are filled in. (The effective date should be the date the last signature was obtained, unless an alternate date has been agreed upon by all parties.)

Distribution of Contracts

The requesting department is responsible for duplicating and distributing the fully executed contracts, including all exhibits and attachments, along with the resolution or contract authorization form for distribution as follows:

County Clerk (original copy or a complete electronic version of the original if agreed to by the parties pursuant to the Uniform Electronic Transactions Act (MCL 450.831 et seq.))
Director of Financial Services (electronic copy)
County Attorney (electronic copy)

If electronic copies of an agreement, along with exhibits and attachments, are distributed to the above-mentioned recipients, the County Clerk must still receive a copy of the authorizing resolution or contract authorization form.

Contract Expiration

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the agreement needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution renewing the agreement should be scheduled before the appropriate Liaison Committee and the Board of Commissioners’ before the expiration of the agreement.
Ingham County Board of Commissioners
Re: Constituent Marsh Rd. Bridge Repair Concern
P.O. Box 319
Mason, MI. 48854

Dear Ingham County Board of Commissioners,

My name is Jeff Smith. I am a history teacher at Haslett High School, as well as a Haslett community member and the Country Green Association President. I am writing on behalf of my wife Nancy Smith, Revenue Consultant for Trinity Health Care, and myself. Our younger two kids attend Haslett Middle School, and our older two kids attend MSU and LCC.

We just found out today about the last minute bridge repair plans on Marsh Rd. in the Lansing State Journal. I have called the Board of Commissioners main line and spoke to a very helpful lady. I have also followed up with Bill Conklin, Manager of the Road Department.

As faculty at Haslett High School, and as parents with two kids we need to drop off and pick up at Haslett Middle School, we are troubled by the timing of the Marsh road bridge repair job slated to begin as the school year begins. We hope you realize how incredibly disruptive this repair is going to be to the entire district and other Haslett community members and parents as school begins. We, and many others we know in the community, are questioning the timing of the inspection that has led to this repair (regardless of how necessary) on the eve of a new school year beginning; particularly given that school has been out, and traffic massively reduced on that corridor, these past 10 weeks.

Bill Conklin, Road Department Manager, was polite and informative of the repair, and next year's bridge replacement, when I spoke with him earlier today on the phone. At the same time, I question this not being done earlier this summer, and see it as a grave mismanagement on someone's part, whether that is Mr. Conklin's, the commissions, or county and/or state inspectors.

As someone tied closely into this community as school faculty, an active community member, and president of my neighborhood HOA, I wanted to share our concerns with you. I can tell you that angst and frustration is spreading quickly today among some of my fellow HPS staff, friends, and fellow parents/residents via social media. I think there are many people cringing as the school year and this bridge repair intersect.

I shared much of this information with our district 11 commissioner Teri Banas in an email. That said, my wife and I also wanted to reach out to the entire Board of Commissioners on this issue. We appreciate everyone's hard work. We certainly appreciate your time and consideration of this constituent concern.

Although it is likely unavoidable at this time to change this bridge repair and its negative traffic impact on our community as the school year begins, we would hope it would lead to better and more timely bridge and road repair management and scheduling in the future.

Sincerely,

Jeffrey T. Smith
Haslett Community Member, HOA President, Parent, and HHS Teacher